

# SharePoint Intranet 2010

(This set of SharePoint classes is not active as of September 22, but will be by the end of the year.)

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## Introduction

**Course Objective:** You will collaborate with team members and share information with them using Microsoft SharePoint Server 2010.

**Target Student:** This course is intended for Microsoft SharePoint Server 2010 users who will need to collaborate with team members, organize documents, manage lists, and integrate SharePoint 2010 with Microsoft Office 2010.

**Prerequisites:** To ensure success in this course, familiarity with the Office 2010 interface and navigational tools is highly recommended.

### Upon successful completion of this course, students will be able to:

- describe the collaborative technology in Microsoft SharePoint Server 2010 and identify the interface elements of a SharePoint site
- organize information in SharePoint Server 2010 by using lists
- store and share documents in a SharePoint site using libraries
- collaborate with team members
- create a personalized site using the My Site feature
- administer a SharePoint site
- manage content in SharePoint Server 2010

## Foundation

**Course Objective:** You will create, edit and use content in a team website. You will also create and perform basic management of a team site using SharePoint Foundation 2010.

**Target Student:** This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team website.

**Prerequisites:** To ensure your success, we recommend that you first:

- Take or have taken most of the Microsoft Office 2010 curriculum and possess power-user familiarity with at least one of the applications.
- Experience accessing information via a web browser.

**Upon successful completion of this course, students will be able to:**

- identify basic functions of collaboration technology and Microsoft SharePoint Foundation 2010 team sites
- add and modify list items and work with list views
- add, edit, and share documents across libraries and wikis
- communicate and collaborate with team members
- work remotely with SharePoint content
- customize your SharePoint environment
- create a team site
- perform basic site administration